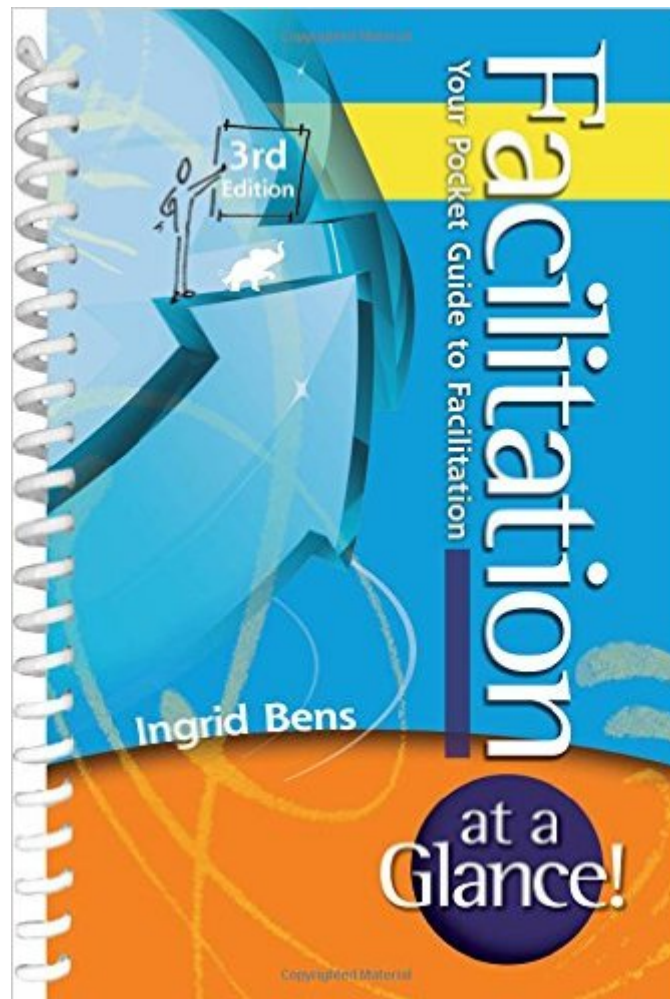


The book was found

# Facilitation At A Glance!: Your Pocket Guide To Facilitation (Memory Jogger)



## Synopsis

Facilitation skills are crucial to the success of groups and teams. Facilitators guide and direct the process, therefore resulting in more effective and efficient projects. Considering all the meetings that project managers and leaders hold, it's easy to see why facilitation is fast becoming recognized as an essential core skill! Not only do project managers need to know how to run highly effective meetings, they also need strategies for creating buy-in, overcoming resistance and building true consensus. After more than 12 years as a best seller, *Facilitation at a Glance!* is now in its third edition packed with even more resources, exciting tools, and a new concise look! Ingrid Bens, a nationally known consultant and trainer, continues to enlighten us with a comprehensive overview of the role of the facilitator and the essential core practices that are always in play. Included is a compendium of strategies for gaining buy-in, ensuring participation, overcoming resistance, building consensus and creating a positive team climate. The book retains all the tools that made the first two editions so popular: the summary pages, checklists and tip sheets. Existing sections about what to do at the start, middle and end of facilitated sessions have been greatly expanded.

Decision-making methods have been revamped to include more strategies about when to use each approach. New bonus material has been added to the conflict management chapter related to ineffective behaviors. By user demand, we have additional process tools and more about facilitating distance meetings. The most notable update is an entirely new chapter about how leaders can balance the facilitator role with their other duties, since most facilitation is actually done by leaders and not neutral outsiders. We are confident that this NEW and improved version of *Facilitation at a Glance!* will become an indispensable part of your toolkit!

## Book Information

Series: Memory Jogger

Spiral-bound: 216 pages

Publisher: goalqpc; 3rd edition (May 1, 2012)

Language: English

ISBN-10: 1576811379

ISBN-13: 978-1576811375

Product Dimensions: 3.6 x 0.6 x 5.4 inches

Shipping Weight: 2.4 ounces (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 stars [See all reviews](#) (10 customer reviews)

Best Sellers Rank: #114,642 in Books (See Top 100 in Books) #72 in [Books > Business & Money](#)

> Management & Leadership > Quality Control & Management > Quality Control #108 inÂ Books > Medical Books > Administration & Medicine Economics > Public Health > Epidemiology #155 inÂ Books > Business & Money > Skills > Running Meetings & Presentations

## Customer Reviews

I am an independent consultant (education) and use Ingrid Bens' books in my own facilitation and in training teacher leaders. Her information is presented in a perfect blend of rationale (you have to know a little bit of "why" to make it work) and practical strategies. It is all grounded in theory but the books aren't bogged down in it. This particular little gem has the basic strategies and is easily tucked into a bag for quick references. I would recommend purchasing the larger, full volume books first and using this as an additional resource. For anyone who works with groups of people--this is a valuable asset and well worth the investment.

This is a very short and concise pocket guide for facilitators. I use it as more of a memory jogger when I need some ideas on a different approach to facilitate my cases.Plus it has an excellent spiral binding! Someone put a lot of thought into this book, and I wish I could find an outline like this for other subjects.I have recommended this book to many facilitator friends and they loved it, and we're very surprised this book was even on the market!

We use this pocket Facilitation Guide as all of the T4T training sessions we put on to assist our audience in understanding that good training is a process of facilitation!

Five star quick guide. All pages and overall content allow quick reference and application. A must for facilitators.

good outline and explanation of the Facilitators roll. Would make a good standard training manual.

[Download to continue reading...](#)

Facilitation at a Glance!: Your Pocket Guide to Facilitation (Memory Jogger) The Project Management Memory Jogger (Second Edition) (Memory Jogger Series) Six Sigma Memory Jogger II: A Pocket Guide The Black Belt Memory Jogger: A Pocket Guide for Six Sigma Success Oral Medicine and Pathology at a Glance (At a Glance (Dentistry)) The Lean Enterprise Memory Jogger: Create Value and Eliminate Waste Throughout Your Company The Memory Jogger 2: Tools for Continuous Improvement and Effective Planning The Memory Jogger ISO 9001:2015: What Is It?

How Do I Do It? Tools and Techniques to Achieve It The Lean Six Sigma Deployment Memory Jogger Quantum Memory Power: Learn to Improve Your Memory with the World Memory Champion! Drum Circle Facilitation Book Building Community Through Rhythm (Softcover) Applied Theatre: Facilitation: Pedagogies, Practices, Resilience Collaboration Explained: Facilitation Skills for Software Project Leaders Llewellyn's 2017 Daily Planetary Guide: Complete Astrology At-A-Glance (Llewellyn's Daily Planetary Guide) I Am the Central Park Jogger: A Story of Hope and Possibility How To Develop A Super Memory: Easy Techniques to Boost the Power of Your Memory! (Mind Growth Series Book 2) The Visual Factory: Building Participation Through Shared Information (See What's Happening in Your Key Processes--At a Glance, All) Minecraft Pocket Maps: 50 Amazing Seeds That Actually Works for Pocket Edition (Unofficial Minecraft PE guide) (Minecraft Pocket Edition Handbook Book 3) The Microsoft Guide to Managing Memory With MS-DOS 6: Installing, Configuring, and Optimizing Memory for MS-DOS and Windows Operating Systems Mosby's Fluids & Electrolytes Memory NoteCards: Visual, Mnemonic, and Memory Aids for Nurses, 2e

[Dmca](#)